

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title:	HIGHER EDUCATION STUDENT SERVICES COORDINATOR
Department:	Education
Reports To:	Education Director
FLSA Status:	Non-Exempt
Salary Range:	\$26,075-\$35,278
Level:	3
Open Date:	1-19-07
Closing Date:	2-9-07

SUMMARY Primary responsibility is to coordinate higher education scholarship programs and educational services available to the LTBB membership. This position requires excellent math, verbal and written communications skills, general knowledge of education and financial aid programs, working knowledge of higher education standards and practices, and strong skills in the area of record and file management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Education Director in the coordination of systems, procedures and timelines for higher education scholarship programs.
- Revise and/or create the necessary forms utilized in the implementation of higher education scholarship programs and educational services.
- Coordinate the distribution and receiving of higher education application materials.
- Create and maintain student's files.
- Assist in the calculation of and distribution of scholarships and awards.
- Maintain the educational program database(s).
- Coordinate direct and indirect programming activities, such as:
 - o Research external scholarship opportunities
 - o Maintain and update college resource library
 - o Develop, submit and distribute publicity efforts, i.e. newsletter announcements, posting.
 - o Career fairs and college visits

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

EDUCATION AND EXPERIENCE

Associate's degree required; bachelor's preferred. Experience in tribal government operation is preferred. The candidate must have experience working as part of a team; working in Tribal education programs; performing educational administrative responsibilities; report writing; business and /or technical responsibilities.

Language skills:

The candidate should possess the ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations as they relate to educational opportunities and programs. The candidate should possess the ability to write reports, business correspondence and procedural manuals.

Computer skills:

The candidate should possess a proficient level of competency with various software packages, including Print Shop, Microsoft Office, Excel and Surpass Central. The candidate should also possess the ability to complete internet research and maintain database files.

COMMENTS

Tribal Preference will apply.